



State of Utah

Department of Community and Economic Development
Division of State History
Utah State Historical Society



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300 Rio Grande
Salt Lake City, Utah 84101-1182
(801) 533-3500 FAX: 533-3503 TDD: 533-3502
ushs@history.state.ut.us <http://history.utah.gov>

Dear Cemetery Steward:

Enclosed is a **grant application packet** for the Utah Cemetery Inventory Program. The purpose of this program is to help local groups create a computerized database and map of their cemetery and burials. The grants require a 50/50 match (soft or hard match) and are limited to a maximum of \$10,000 per cemetery. The second page of the application form describes the program and grant application process in greater detail.

Please be sure to do the following two things prior to submitting your application:

(1) Complete the **Survey Form** that you may have already received. I've enclosed a copy for you in case you haven't received it already. (Phase 1 involves collecting basic information about your cemetery. Phase 2, which is the grant-funded portion, involves computerizing your burial records.)

(2) Obtain **three bids** from computer **consultants** so you have a good idea what your project will cost, and therefore how large a grant you should request. State policy requires three bids, though you don't have to accept the lowest bid if you aren't comfortable with other parts of the proposal (quality, timeliness, etc.). Enclosed is a list of potential computer consultants who have GIS (Geographic Information System) experience. Others may also qualify; give us a call if you have questions.

I look forward to hearing back from you. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Eric G. Browning
Cemetery Project Coordinator

phone: (801) 533-3527
fax: (801) 533-3503
e-mail: ebrownin@history.state.ut.us

Utah Cemetery Survey

PHASE I

Date _____

Form Completed By _____

Section 1 - Cemetery

Name _____

Location/Street Address _____ City _____ Zip _____ County _____

Please provide directions to the cemetery - use additional paper if necessary

Section 2 - Cemetery Owner

Name _____

Address (if different from above) _____ City _____ Zip _____ County _____

Daytime Phone _____

Sexton's Name _____

Section 3 - Person Responsible for Maintaining Cemetery Records

Name _____

Address _____ City _____ Zip _____ County _____

Daytime Phone _____

Section 4 - Cemetery Records and Map

Records

Handwritten _____ Typewritten _____ Sexton's Books _____ Ledgers _____ Other - *please list* _____

Computerized Database yes _____ no _____ what software? _____

Please provide other information relative to status, condition, accuracy, and completeness of cemetery records - use additional paper if necessary

Map

Is there a map of the cemetery? yes _____ no _____ If yes, please return a copy if possible.

How was the map created? Hand Drawn _____ Computer Generated _____ what software? _____

Accuracy - Please rate the accuracy of the map.

On a scale of 1 to 5, 1 being highly precise and 5 being a simple visual representation or schematic in nature.

1

2

3

4

5

Please provide other information relative to status, condition, accuracy, and completeness of the cemetery map - use additional paper if necessary

Section 5 - Cemetery Statistics

Size (acres or square feet) _____

Number of burial spaces _____

Total occupied spaces _____

Is the cemetery active? yes _____ no _____

Year established _____

Year of first burial _____

Year of latest burial _____

Section 6 - Additional Information

Please comment on the origin of the cemetery, burials of historical significance, or other notable events relating to the cemetery. Use reverse side or additional paper if necessary.

Return completed form to Utah State Historical Society

Cemetery Inventory Project

300 Rio Grande

Salt Lake City, UT 84101

For Questions Call: 801-533-3527

1. Applicant Information	
Organization:	
Contact Person:	Phone:
Mailing Address:	Fax:
City, State, Zip:	Email:
2. Cemetery Information	
Name of Cemetery:	
City:	County:
Attach a completed Phase 1 Survey Form that provides details about the cemetery and its records. ___ Original Attached (<i>The Phase 1 Survey Form must be completed before a Phase 2 grant can be awarded.</i>)	
3. Grant Request and Project Description	
Requested Grant Amount* \$_____ + Local Match** \$_____ = Project Budget \$_____ *Maximum grant \$10,000 **Local match must be equal to or greater than grant request	
Requested Grant Amount is based on: ___ Three (3) Bids from Consultants. (<i>Fill out and return the Bid Sheet & attach a copy of the one selected.</i>) ___ Actual Costs of a Completed Project. (<i>Only matching contributions made after July 1, 1997, are eligible.</i>) ___ Other: _____.	
Local Match is based on: ___ Volunteer Hours. _____ hours @ \$5.15 per hour for a total of \$_____. ___ Paid Staff Hours. _____ hours @ \$_____ per hour for a total of \$_____. ___ Cash Expenditures in the Amount of \$_____ for: _____. ___ Donated Goods or Services Worth \$_____. Specify: _____.	
Describe how the project will be completed. (<i>For example: Describe the responsibilities of the Consultant, Staff, and/or Volunteers. Does the project include data gathering, data entry, or the creation of a map? How long will the project take to complete?</i>) Attach a continuation sheet if necessary.	
4. Signature and Authorization	
_____ Signature of Contact Person or Authorized Representative	
_____ Date	

Utah Cemetery Inventory Project, Utah State Historical Society, 300 Rio Grande, Salt Lake City, UT 84101

DESCRIPTION OF THE CEMETERY INVENTORY PROJECT

Phase 1 involves compiling a computerized inventory of all the cemeteries in Utah—old and new, small and large, active and inactive, public and private. A company specializing in cemetery documentation was hired to collect data about each cemetery (location, size, date established, number of burials, etc.) and enter it into a statewide GIS (geographic information system) database. It will be made available to virtually anyone involved with land-use issues (developers, government entities, individuals, etc.) and to historical/genealogical researchers.

Phase 2 involves creating computer inventories of all the burials in each cemetery—names, dates of death, etc. Cities, counties, cemetery districts, and others with a vested interest in cemeteries may apply for matching grants to conduct this phase. The maximum grant per cemetery is \$10,000 (most cemeteries will require much less).

Final products from Phase 2 include:

- **A computerized database of all the burials in the cemetery.** This database will be kept and maintained on a computer at the local level (usually by whomever is responsible for cemetery records). The database must be consistent with the statewide database of burials. In order to insure consistency and the overall quality of the inventory system, qualified computer consultants should be hired. There is a broad range of both computer software and computer “experts.” Grant recipients must use those that meet our requirements (see Requirements below).
- **A computerized GIS map of the cemetery.** This computerized map, linked to the local database, makes locating and tracking information about burials and plot ownership much easier than with just the database alone. Experience in a number of communities around the state has shown this type of system is well worth the expense of setting it up. It is also easy to use and maintain when set up correctly. Consultants specializing in GIS must be used for this work.
- **A copy of the database for the Utah State Historical Society,** which will be added to the statewide inventory of burials. This statewide database will be accessible to the public for research purposes.

REQUIREMENTS AND GUIDELINES

Computer and Consultant Issues

- Computer consultants must have full-time, professional experience with GIS applications, preferably on cemetery projects.
- In selecting a consultant, 3 bids should be obtained to help ensure the grant funds are well spent.
- Local software must be capable of exporting data in a format that can be easily imported into the statewide database. Further details will be provided with the grant contract.
- Database fields in the file sent to the Historical Society must conform to the standards of the statewide database (name, length, and type of fields) to facilitate transfer of data and to maintain a necessary degree of consistency.

Grant Issues

- In awarding grants, priority will be given to older cemeteries (at least 50 years old). Depending on the number of requests and availability of funds, newer cemeteries may also receive funds.
- Reasonably accurate cost estimates must be determined by obtaining **three bids** from qualified consultants.
- Grant amounts are limited to a maximum of \$10,000 per cemetery.
- Grants will be formalized with a signed contract between the Division of State History and the grant recipient. Distribution of grant funds can be made in two phases: (1) Up to 50% at the start of the project and (2) the balance upon satisfactory completion of the project.
- Local match may include cash expenditures (for consultant services, paid staff, software or hardware purchases, etc.) or donated goods and services (volunteers, donated software, hardware, etc.). **Only matching contributions made after July 1, 1997 are eligible.**
- Grant recipients are required to keep records documenting expenditures, staff hours, and donations associated with the project.

CEMETERY PROJECT BID SHEET

Grant Applicant (City, County, Cemetery...)

Name of Person Calling for Quotes

Instructions

1. Obtain price quotes from at least three qualified GIS computer consultants (vendor).
2. Describe the specific products and/or services the vendor will provide for you.
3. Indicate the vendor you choose and briefly explain why in the space provided at the bottom of this form.
4. A copy of this bid sheet should accompany your grant application.

Vendor#1

Name of Company:

Contact Person:

Telephone Number:

Date:

Quoted Price:

Description of product or service offered:

Vendor#2

Name of Company:

Contact Person:

Telephone Number:

Date:

Quoted Price:

Description of product or service offered:

Vendor#3

Name of Company:

Contact Person:

Telephone Number:

Date:

Quoted Price:

Description of product or service offered:

Explanation of Choice:

Cemetery Project Consultant List

Utah State Historic Preservation Office

12-Mar-01

The following companies/individuals are known to have had recent experience in GIS projects and have asked to be placed on this list. There are likely a number of others who could also be on this list; they can be added at their request. In providing this list, the Utah State Historic Preservation Office is in no way endorsing any of these consultants. We strongly recommend that you ask for and check references.

Alpha Engineering

Mr. Mark Taylor
148 E Tabernacle
St. George, UT 84770
(435) 628-6500
fax: (435) 628-6553

Applied GIS

Mr. Brent Colledge
550 North Main Street
Suite 222
Logan, UT 84321
(435) 753-7006
fax: (435) 753-2053

Carol R Johnson Associates Inc

Mr. Gerald Brown
68 S Main Street
Suite 400
Salt Lake City, UT 84101
801-575-6066
fax: 801-575-6166

Gateway Mapping, Inc.

Mr. David Day
754 S. 400 East
Orem, UT 84058
(801) 226-0393
860-9135
fax: (801) 226-0394

GEO/Graphics, Inc.

Mr. Gerald C. Hughes
1063 West 1400 North, Suite 200
Logan, UT 84321
435-753-5429
fax: 435-753-5831

Intermountain GIS Consulting

Mr. Adam Britt
465 South 100 West
Fillmore, UT 84631
(801) 743-6800
801-743-8220 h
fax: 743-6800call1st

Johansen & Tuttle Engineering, Inc.

Mr. Mike Hubbard
90 South 100 East
Castle Dale, UT 84513
435-381-2523
fax:

Meteor Digital

Mr. Lou Johnson
1267 E 5425 S
South Ogden, UT 84403
801-544-6000
fax:

Morgan & Kenyon, Inc.

Mr. Paul Morgan
PO Box 4554
Logan, UT 84323
(435) 753-5612
fax:

Pacific Meridian Resources

Ms. Julie Coen
182 South 600 East. Suite 203
Salt Lake City, UT 84102
801-325-1006
fax: 801-325-1009

Sunrise Engineering, Inc.

Mr. Jerry Dee Slaugh
12227 South Business Park Drive
Suite 220
Draper, UT 84020
801-523-0100
fax: 801-523-0990

Sunrise Engineering, Inc.

Mr. Ryan Talbot
25 East 500 North
Fillmore, UT 84631
(435) 743-6151
fax: